

GUIDANCE INDEX

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Volume XVII

Number 4

April, 1954

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COUNSELOR, TEACHER, AND
PROFESSIONAL WORKER**

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NEW SRA PUBLICATIONS

Better Living Booklet, A Guide to Successful Fatherhood by O. Spurgeon English, Professor of Psychiatry at Temple University Hospital and Medical School, and Constance J. Foster, author of many articles on child development and co-author with Dr. English of *Fathers are Parents Too*. (See review item No. 21.)

Modern World of Science Booklet, How Long Do You Want to Live? by R. Will

Burnett, Professor of Science Education at the University of Illinois. (See review item No. 34.)

SRA Primary Mental Abilities—for Ages 7-11, 1954 Revision, by L. L. Thurstone, Research Professor of Psychology and Director of the Psychometric Laboratory, University of North Carolina, and Thelma Gwinn Thurstone, Professor of Education, University of North Carolina. (See review item No. 30.)

DIRECTIONS FOR USE

The Guidance Index lists the best current material in education with emphasis on guidance and its related fields. The items are divided into two main groups. The first is material for the counselor, teacher, administrator, and professional worker; the second, for the student.

The title of the publication appears first, followed by the name of the author. The address from which it may be ordered is in brackets. This is followed by the date of publication, number of pages, and the price. An asterisk () denotes material especially suitable for the elementary schools.*

Every effort is made to list as many free and inexpensive (50 cents or less) publications as possible. A dagger (†) denotes this material. In this issue of the Guidance Index you will find:

55 items covering 37 subjects. 30 items are free or inexpensive.

Note—The material must be ordered direct from the issuing source. Orders for SRA materials accompanied by cash are sent postage prepaid. Orders to be charged will have a slight postage and insurance fee.

Volume XVII

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Number 4

Guidance Index is published monthly September through May by Science Research Associates, 57 West Grand Avenue, Chicago 10, Illinois. Managing Editor, Carol Rotschild. Subscription rate \$4 a year in the United States and its possessions and Canada. Foreign, \$5. Entered as second-class matter October 21, 1946, at the Post Office at Chicago, Illinois, under the Act of March 3, 1879. Copyright 1954, by Science Research Associates, Inc.

FOR THE ADMINISTRATOR, COUNSELOR, TEACHER, AND PROFESSIONAL WORKER

Items listed in this category give information on guidance and related fields: child development, personal adjustment, education, and vocational guidance.

CHILD PSYCHOLOGY

1. **Essentials of Abnormal Child Psychology.** Ernest Harms. [Julian Press, Inc., 251 Fourth Ave., New York 10.] 1953. 265 pp. \$5.00.

The author of this book, Dr. Ernest Harms, discusses the nature and origins of mental abnormalities in children and some specific techniques of treatment which he has used in his work with children. Ego development, the role played by parents in the child's mental growth, and child art in diagnosis of mental abnormalities are among the topics covered. The section on the education of the mentally impaired child and the author's description of short-term child guidance in a clinical setting will be of particular interest.

2. **The Psychoanalytic Study of the Child.** Vol. VIII. Edited by Ruth S. Eissler and Others. [International Universities Press, 227 W. 13th St., New York 11.] 1953. 448 pp. \$7.50.

Although some sections of this book are highly technical, much of its contents will be of interest to all who work in a professional capacity with children. Many of the papers which comprise the book will help the reader to a better understanding of the emotional life of children and of the forces which contribute to the formation of personality. Problems of early development; psychosexual development; development, functioning, and pathology of the ego; and case studies and other papers illustrating psychoanalytic theory, are the general topics covered by the book. Specific papers include *The Study of Variations of Early Parental Attitudes, On Adult*

Empathy with Children, Children's Understanding of Jokes, Treatment of a Child with Severe Ego Restriction in a Therapeutic Nursery, and Fairy Tale and Dream. Anna Freud, Martha Wolfenstein, Heinz Hartmann, and Thomas A. Petty are among the well-known contributors.

COMMUNITY PLANNING

3. ***Studying Children and Training Counselors in a Community Program.** Paul H. Bowman and Others. [Univ. of Chicago Press, 5750 Ellis Ave., Chicago 37.] 1953. 136 pp. \$1.50.

This is a report on the experience in the third year of the Committee on Human Development's ten-year study. In this project, all the children in one grade in the public schools of a mid-western city of forty thousand were tested and observed in order to identify the maladjusted and the gifted. Human Development staff members trained volunteers, all residents of the city, in concepts of personality and practice of therapy. Children from both groups were then assigned to teams, made up of graduates of the year-long training program. The contents describe the testing program, recruitment and training of the volunteers, and the status of the project at this time.

COUNSELING

4. **Guidance and Counseling.** Lester Nicholas Recktenwald. [Catholic Univ. of America Press, 620 Michigan Ave., N.E., Washington 17, D.C.] 1953. 192 pp. \$3.25.

This book is concerned primarily with the ways in which the individual can be assisted in the choice of a suitable vocation. The author discusses the interrelationship between vocational, educational, and personal guidance and describes techniques which are of value to the counselor. Among the techniques which he explores are the autobiography, anecdotal records, and standardized tests and inventories. In his discussion he covers such points as the place of tests in counseling, and test selection—together with an explanation of statistical techniques which will aid in the selection and use of tests. The organization of a guidance center and evaluation studies to determine the effectiveness of the services it offers are other topics covered.

5. †**High School Wedding Belle.** Sarah Splaver. Socio-Guidrama No. 3. [Occupress, 489 Fifth Ave., New York 17.] 1954. 12 pp. 50c.

This guidance playlet tells of two young people who wish to marry. The announcement of their plans to her parents and the consternation shown by the adults set the stage for audience participation in the discussion which follows presentation of the playlet. The booklet includes suggestions for the counselor who leads the discussion and lists some of the questions which may arise in the course of the discussion.

6. †**Individual and Group Guidance.** Florence D. Cleary and Others. [Wayne Univ. Press, 4841 Cass Ave., Detroit 1, Mich.] 1953. 15 pp. 50c.

These suggestions on individual and group guidance emphasize the importance of the role of the classroom teacher in guidance programs. There are suggestions which, if followed, will help teachers increase their understanding of children and improve their relationships with students and parents. Proposals calling for cooperative effort between teachers and students in such areas as school and community living, human relations, and participation in democratic processes are outlined. These proposals include suggestions for group discussion, socio-drama, evaluative procedures, and group activities.

EDUCATION, GENERAL

7. **Action Research to Improve School Practices.** Stephen M. Corey. [Bureau of Publications, Teachers College, 525 W. 120th St., New York 27.] 1953. 161 pp. \$3.00.

The application of the methods of scientific research to everyday problems in the schools is the end of "action research." Dr. Corey points out that social scientists and professional educators have used the scientific method to good effect in cases where broad generalizations and close controls are possible. In the school situation such careful measurements are difficult to attain, i.e., the interplay of personalities makes it necessary to compromise on research standards somewhat. Despite this, Dr. Corey maintains that conclusions drawn from such relaxed standards are an improvement over subjective impressions or investigations by outsiders who cannot appreciate the complexity of personal interaction. Such research can take place only in schools where the work atmosphere permits participation by large numbers of interested teachers and administrators.

8. **American Education and Religion.** F. Ernest Johnson, Ed. [Harper & Bros., 49 E. 33rd St., New York 16.] 1952. 211 pp. \$2.00.

This book contains discussion on the problem of religion in the schools by scholars of different faiths and intellectual backgrounds. The topic as stated by F. Ernest Johnson is "how can public education, in accord with its function of putting each generation in possession of its full cultural heritage, do justice to the religious phase of that heritage without doing violence to religious liberty as constitutionally safeguarded in the First Amendment to the American Constitution and in similar provisions in the constitutions of the several States?" Among the contributors, in addition to the editor, are Mildred McAfee Horton, Ordway Tead, and Roscoe L. West.

9. **Successful Teaching.** James I. Mursell. 2nd ed. [McGraw-Hill Book Co., Inc.,

330 W. 42nd St., New York 36.] 1954. 321 pp. \$4.25.

The author of this book states that "successful teaching is teaching that brings about effective learning." Based on what is known about the psychology of learning, six principles which contribute to the effectiveness of learning—context, focalization, socialization, individualization, sequence, and evaluation—are discussed for their bearing on the organization of learning and the appraisal of teaching. Many examples and applications are used to illustrate the discussion.

EDUCATION, HIGHER

10. **A Handbook for High School Counselors.** Orville Nothdurft, Ed. [Dayton F. Grafman, Secretary, Assn. of College Admission Counselors, Natl. College of Education, Evanston, Ill.] 1954. 198 pp. \$1.00.

This handbook contains information on the colleges and universities belonging to the Association of College Admission Counselors—a total of about 180 institutions, most of which are located in the mid-western states. In addition to a general description of each school, there is information on the curriculum, admission requirements, opening dates, costs and housing, scholarships and other financial aids, and an address for obtaining further information. There are suggestions for pre-college counseling through student interviews with college representatives, and organized events such as College Days. The handbook also contains a code of ethics for college admissions personnel.

11. **A History of Barnard College.** Marian Churchill White. [Columbia Univ. Press, 2960 Broadway, New York 27.] 1954. 222 pp. \$3.50.

The reader of this history will gain a long view of higher education for women. The author traces the academic, financial, social, and intellectual growth and development of Barnard from 1880 to the present

time. The effects of economic crises, social change, and the passage of time on students and faculty are shown. The book is one of nineteen volumes commemorating the two hundredth anniversary of the founding of Columbia University.

12. **Student Life in the United States.** [Amer. Council on Education, 1785 Massachusetts Ave., N.W., Washington 6, D.C.] 1953. 86 pp. \$1.00.

This booklet reports on a conference held to acquaint Fulbright scholars with certain aspects of American higher education in which they had expressed interest. Among the topics covered during the course of the conference were the relationships between students and faculty in and out of the classroom, the reason for and extent of student personnel services, the roles of college faculty members and students in national and local politics, and religion in tax-supported institutions. The conference report will interest American educators not only for what it presents of their position but also for what it contains of the points of view of foreign scholars.

EDUCATION, SECONDARY

13. **Education for Self-Understanding.** Arthur T. Jersild, Kenneth Helfant, and Associates. [Bureau of Publications, Teachers College, 525 W. 120th St., New York 27.] 1953. 54 pp. 85c.

This pamphlet on the ways the high school can help young people toward greater self-understanding is based in part on a work-conference held at Teachers College, Columbia University, in 1952. It describes two approaches to the teaching of psychology—as an academic subject and as mental hygiene—and suggests that a combination of what is best in each approach is necessary if a significant contribution to the lives of students is to be effected. Among the methods and techniques suggested as helping to promote the emotional development of youth are individual teacher-student conferences, socio-drama, and observation of self and others. Throughout the discussion the importance of self-understanding on the part of the teacher is

emphasized—indeed the members of the conference recommended that some kind of psychotherapeutic experience be an integral part of the teacher training program. A bibliography and list of selected readings are included.

14. †**Now Hear Youth.** William H. McCreary and Donald E. Kitch. [Calif. State Dept. of Education, Sacramento, Calif.] 1953. 69 pp. 40c.

This report on the California cooperative study of school drop-outs and graduates presents the results of surveys of 13,000 drop-outs and graduates from California secondary schools. These former students were queried on how successfully they felt their high schools had prepared them for college, work, marriage, and other life activities. In addition, information on the use made by individual schools of the follow-up study was obtained and is included in this report. There are references of value in follow-up studies, a suggested questionnaire form, a list of the schools which participated, and statistical data on the holding power of California schools.

FAMILY LIFE EDUCATION

15. †**Guidance for Family Financial Security.** Bulletin No. 7. [The Committee on Family Financial Security Education, 488 Madison Ave., New York 22.] 1951. 23 pp. 15c.

This resource unit for teachers of family living courses at the senior high school level discusses the philosophy underlying the guidance movement in education and the importance of family living guidance. According to the booklet guidance in the financial security area of family living is justified since financial security and agreement on financial matters are factors in marital success. The booklet lists general and specific goals for the study of family financial security and covers seven areas of major importance — credit purchasing, planned spending, life and other kinds of insurance, savings and investments, borrowing money, and providing a home. Activities and problems designed to develop knowledge in these areas are suggested.

There are also bibliographies for teachers and students and a list of films which will be helpful in the study of family financial security.

HUMAN RELATIONS

16. **How to Be a Board or Committee Member.** Roy Sorenson. [Association Press, 291 Broadway, New York 7.] 1953. 64 pp. \$1.00.

This condensation of Mr. Sorenson's *Art of Board Membership* briefly describes the growth and importance of boards in business, government, and voluntary societies. Teachers serving on committees to study community resources, new methods of instruction, or for any purpose in the school or community will find this small book helpful. Methods of effective board organization, board meetings, the roles of the chairman and the executive, and committees and their functions are among the topics covered. The need for skill in human relations is emphasized as fundamental to effective board functioning.

MENTAL HYGIENE

17. **The Inside Story.** Fritz Redlich and June Bingham. [Alfred A. Knopf, Inc., 501 Madison Ave., New York 22.] 1953. 280 pp. \$3.75.

This book relates the basic discoveries of psychiatry to the facts of everyday life. The text, written in an easily understood style, is pointed up with selected cartoons by well-known humorists illustrating human foibles and predicaments. The authors discuss basic urges, anxiety, child development, and normal and abnormal behavior. They also describe education for psychiatry, the field of psychiatry, and the work done by those in this field. There are a glossary of psychiatric terms, book lists for the general reader and the student, and lists of pamphlets and films dealing with mental health.

- 18 †**Mental Hygiene in the Nursery School. Problems in Education—IX.**

[Columbia Univ. Press, 2960 Broadway, New York 27.] 1953. 33 pp. 20c.

This report of a Joint WHO-Unesco Expert Meeting discusses the development of the nursery school and distinguishes between nursery schools and day nurseries. The basis of this distinction is the primary purpose of each—the nursery schools' pre-school education and the day nurseries' substitute maternal care. The booklet covers recruitment, selection, and training of nursery school teachers; the roles of teacher, headmistress, and inspector; and the function of the nursery school in the community.

MARRIAGE

19. †How to Make a Success of Your Marriage. Eustace Chesser. [The New Amer. Library of World Literature, Inc., 501 Madison Ave., New York 22.] 1953. 124 pp. 25c.

This handbook describes the problems and adjustments which marriage involves and suggests ways of meeting the problems and easing the adjustments of marriage. Dr. Chesser, psychologist and marriage counselor, advises married people and those contemplating marriage on such topics as the importance of emotional maturity to marital happiness, and the adjustments of the early, middle, and late years of marriage.

MORAL AND SPIRITUAL VALUES

20. Sex Ethics and the Kinsey Reports. Seward Hiltner. [Association Press, 291 Broadway, New York 7.] 1953. 238 pp. \$3.00.

This book, by a well-known Presbyterian clergyman, explains the methods and findings of Kinsey's studies of male and female sex behavior. Dr. Hiltner emphasizes the dangers which lie in the misuse of these studies and points out what are, to him, erroneous inferences regarding human behavior drawn by the authors of these reports. He discusses attitudes toward sex held throughout Christian history and examines critically currently existing views

of sex. He concludes by presenting a code of sex ethics, based on religion but including positive elements of the Kinsey studies, applicable to modern Christian living.

PARENT-CHILD RELATIONSHIPS

21. †A Guide to Successful Fatherhood. Better Living Booklet. O. Spurgeon English and Constance J. Foster. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This booklet attempts to answer important questions all parents have about the role of the father in the family. The father's role, the authors point out, goes beyond the job of providing food and shelter, controlling expenditures, doing odd repair jobs, and lending an occasional hand with the children. Father's role in the family, they maintain, is woven together of his many different roles—that of husband, parent, member of the world of work, citizen of the community, and as an individual with a particular personality and background of experience. How the father's role has changed over the years, what a father should know about the growth and development of children, and the problems he will most likely encounter in attempting to provide moral guidance for his children are some of the topics touched upon. Dr. English is Professor of Psychiatry at Temple University Hospital and Medical School. Mrs. Foster has written many articles on child development and is co-author with Dr. English of the book *Fathers Are Parents Too*.

READING

22. †Books of the Year for Children. [Child Study Assn. of America, 132 E. 74th St., New York 21.] 1954. 12 pp. 25c.

The books on this list were selected by the Children's Book Committee from among the children's books published in 1953. The titles are grouped into anthologies, Christmas stories, religious interests, the world, nature and science, activities and the arts, reprints and new editions, and into age classifications from under 5 years to 12 years and over. All titles are briefly

annotated and those in groupings other than by age carry an age range notation. There is also a list of three titles which will prove helpful to parents.

23. †**Corrective Reading: Grouping.** Emmett Albert Betts. [Reading Clinic, Dept. of Psychology. Temple Univ., Philadelphia 22, Pa.] 1953. 12 pp. 40c. Reprinted from *Educational Administration and Supervision*, Vol. 39, No. 6, October, 1953.

This reprint on corrective reading is concerned with procedures for selecting and grouping learners for corrective reading activities. Teacher referral, examination of school records, and test results are ways mentioned by the author of identifying students with special reading needs. Some of the factors to be taken into account in organizing a corrective reading program at the elementary, secondary, and college levels are described, with emphasis on the need for professional preparation of the teacher of such a program. The list of references at the end of the article will serve as a guide to further reading.

24. **Learning to Read.** Homer L. J. Carter and Dorothy J. McGinnis. [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1953. 214 pp. \$3.50.

This handbook for teachers may be used in connection with a remedial reading program or initial instruction in reading. Emphasizing procedures rather than theory, it includes practical suggestions for the improvement of reading at all levels. References to research and theory in the field of reading are included in the bibliographies at the end of each chapter. The authors discuss factors in the development of reading problems, diagnosing the causes of reading disability, and material which is of use in both corrective and developmental reading programs. Specific procedures of instruction, developing work-study habits, and preventing reading difficulties are among the other topics covered.

SCHOOL-COMMUNITY RELATIONS

25. **Causes of Public Unrest Pertaining to Education.** Raymond F. Howes, Ed. [Amer.

Council on Education, 744 Jackson Place, N.W., Washington 6, D.C.] 1953. 74 pp. \$1.00.

This volume is a partial record of the Harvard Summer School Conference on Educational Administration which was held in cooperation with the American Council on Education in July, 1953. The material in the booklet highlights the bases—social and political—of the problem, describes the effects of public unrest on education, and suggests measures which can be taken to meet these effects. Improvement of communication between educators and public is emphasized as a means of alleviating public unrest and promoting cooperation between school and community.

SEX EDUCATION

26. **Into Manhood.** Roy E. Dickerson. [Association Press, 291 Broadway, New York 7.] 1954. 116 pp. \$2.00.

This book, for boys in the pre-teen and early teen years, describes and explains the physical and emotional changes which accompany adolescence. Incorrect ideas regarding the facts of maturation and reproduction are discussed and scientific facts substituted for misconceptions. The author emphasizes throughout the wisdom of building for the future with high standards of behavior. There is also a list of references for further reading which will be helpful in meeting new problems as they arise.

27. †**When Children Ask About Sex.** 3rd ed. [Child Study Assn., of America, Inc., 132 E. 74th St., New York 21.] 1953. 39 pp. 30c.

This pamphlet offers help to parents and other adults charged with the responsibility of instructing children about sex. It emphasizes the importance of adult attitudes and points out that there is more to sex instruction than the imparting of scientific knowledge and terms. Among the subjects covered are sex play among children, the problems of adolescence, and children who never ask questions about sex. The pamphlet also lists books for adults and children which will be of help in sex instruction.

SOCIAL STUDIES

28. *News of the World*. Sylvan Hoffman and C. Hartley Grafton. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1953. 208 pp. \$3.72.

This history text in newspaper form was designed for courses in grade, junior high, and high schools. It is a series of four-page units, concerned with consecutive eras, covering the span of time from before 3,000 B.C. to 1951 A.D. The flexibility of the tabloid format allows the teacher to organize his course in any manner desired. The text also has an over-all index.

STUDENT PERSONNEL SERVICES

29. *Student Personnel Services in Higher Education*. Dugald S. Arbuckle. [McGraw-Hill Book Co., 330 W. 42nd St., New York 36.] 1953. 352 pp. \$4.75.

College faculty members and students preparing for positions on college staffs will be interested in the client-centered view of student personnel services presented by the author of this book. Among the topics covered are religious, health, housing, and dining services; vocational services and counseling; and teaching at the college level. This last mentioned topic is concerned with increasing the effectiveness of college teaching through better preparation of college teachers. The author has included examples of methods and techniques and copies of charts and record forms used in student personnel services.

TESTS AND SCALES

30. *SRA Primary Mental Abilities—for Ages 7-11*, 1954 Revision. L. L. Thurstone and Thelma Gwinn Thurstone. [Science

Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. Specimen set, 75c.

This 1954 revision of the Examiner Manual and the Age Scores profile for the PMA 7-11 includes expanded interpretations of test scores based on research conducted over the past five years. Specific interpretations now include an IQ estimate for both readers and non-readers, a Reading Aptitude score, and an Arithmetic Aptitude score. In addition, there is a measure of the extent to which the child's achievement in reading is consistent with his general background of experience. The authors feel that this measure will be valuable in assessing the degree to which the school curriculum has maintained a harmonious balance between first-hand experiences and formal instruction in reading. A specimen set includes a Test Booklet with Answer Pad, an Examiner Manual, an Interpretation Folder for evaluating the relationship among the child's PMA 7-11 scores and the various conversion scores mentioned above, and a Technical Supplement summarizing the research studies on the PMA 7-11.

VOCATIONAL GUIDANCE

31. †*The Collection and Dissemination of Educational and Occupational Information*. Guidance Services Bulletin No. 11. [Guidance Services Div., State Dept. of Vocational Education, State Office Bldg., Phoenix, Ariz.] 1953. 38 pp. 50c.

This bulletin discusses the reasons for the increased need among students for occupational and educational information. Some of the group procedures which may be used in imparting this information to students described by the bulletin are career days, regular course work, occupational surveys, and field trips. Counseling and work experience are two of the individualized methods discussed. The bulletin lists sources of educational and occupational information. This last named is classified alphabetically by occupation, from accountant to zoologist. There is also a list of publishers' names and addresses. Guidance counselors will find this bulletin a valuable aid.

FOR THE STUDENT

Items listed in this category are divided into two groups: Life Adjustment Material, which gives information about social, personal, and school problems; and Vocational Material, which gives information about occupations.

LIFE ADJUSTMENT MATERIAL

JOB HUNTING

32. †**Job Getting Aids.** [Big Brother Movement, 33 Union Square West, New York 3.] 1954. 4 pp. 25c.

This list refers job hunters to sources of information on jobs with organizations doing business in foreign countries, on summer jobs, and on jobs within this country. There are also references of value in preparing a résumé and writing an effective letter of application. Some of the references will be of value only to those seeking jobs in or around New York City but most are more widely applicable.

JOB SATISFACTION AND SUCCESS

33. †**How to Be a Success at Your Job** In 1954. Mary E. Campbell. [Glamour's Job Dept., 420 Lexington Ave., New York 17.] 1954. 4 pp. 10c. Reprinted from *Glamour*, January, 1954.

This reprint suggests taking stock of both yourself and your job if discouragement has gotten the better of you. The author, job editor of *Glamour*, feels that a close look at both may result in a new perspective which will brighten the outlook of the working girl. Examination of long-range goals would seem to be the most important suggestion made. Other suggestions are a look at the way in which money is spent, the uses to which time is put, a close scrutiny of personal appearance, and a review of the good and bad points of the job. There are also hints for making the most of the present job and preparing for advancement.

SCIENCE

34. †**How Long Do You Want to Live?** Modern World of Science Booklet. R. Will Burnett. [Science Research Associates, Inc., 57 W. Grand Ave., Chicago 10.] 1954. 48 pp. 50c. Quantity discounts.

This booklet, the second in SRA's new Modern World of Science series, presents junior high and high school young people with the facts they need to know about living a long and healthy life. Employing a humorous style, the author, R. Will Burnett, Professor of Science Education at the University of Illinois, discusses what science knows about the biologic changes that accompany aging and explains that people age at different rates of speed. He points out that life expectancy has increased greatly in the last half century, but emphasizes that the number of years the individual has to live will depend both upon his heredity and upon the way the person chooses to lead his life. Dr. Burnett devotes one chapter to such big killers as heart disease, cancer, and germ diseases, explaining how to cut down on the chances of dying from these causes. In an accompanying chapter, he discusses how automobiles, smoking, drinking, and following health fads may shorten life, and gives helpful suggestions for lessening the hazards to a long life these things present. The final chapter is devoted to tips which may help the teen-ager live to be 100.

35. **Stepping Stones to Light.** Richard W. Bishop. [Thomas Y. Crowell Co., 432

Fourth Ave., New York 16.] 1952. 186 pp. \$2.50.

This book for junior high school students describes the discoveries and inventions which contributed to the invention of the commercially practical electric light. The author writes of the lives and work of Thales, Gilbert, Galvani, Faraday, and others whose research was fundamental to Edison's work with the electric light. The international nature of science is shown in this story of the men of many countries and of different times and backgrounds who had in common a desire for knowledge.

SOCIAL AND PERSONAL ADJUSTMENT

36. **Betty Cornell's Teen-Age Popularity Guide.** Betty Cornell. [Prentice-Hall, Inc., 70 Fifth Ave., New York 11.] 1953. 146 pp. \$3.95.

Betty Cornell, a young model and author of *Betty Cornell's Glamour Guide for Teens*, has added to the material in that book 12 new chapters on etiquette, hygiene, dating, clothes, and careers. She has drawn on her experiences as a model in an effort to solve not only grooming problems but also to answer questions on behavior which

puzzle girls. Her intention is to help girls achieve poise through self-understanding not by setting down hard and fast rules but by encouraging each girl to study herself and her situation and make the most of her own personality. The book contains suggestions which will help in a program of self-improvement.

37. **So This Is College.** Paul H. Landis [McGraw-Hill Book Co., Inc., 330 W. 42nd St., New York 36.] 1954. 205 pp. \$3.00.

This book is designed to ease the transition from school to college and may be used in either high school senior or college freshman courses. The author points out that the problems which arise when a student enters the wider, less restricted life of a college campus are not new problems but ones which others have faced and which others will face later. He cites cases to show how others have met these problems—some successfully, others not so successfully. Motivation, feelings of inferiority and guilt, social responsibility, and preparation for a job and marriage are among the topics covered. Two final chapters on the things colleges expect of students and what students can expect of college serve to summarize preceding material.

VOCATIONAL MATERIAL

ACCOUNTING

38. †**A Career in Public Accounting.** [Amer. Institute of Accountants, 270 Madison Ave., New York 16.] 1953. 16 pp. Free.

This booklet will help high school and college students determine whether their abilities and interests fit them for a career in the accounting profession. The nature of accounting work and the functions of certified public accountants are described. The procedures involved in auditing, income tax work, and as a general consultant to business firms are some of the topics covered in this section. The booklet discusses educational preparation for accounting, the usual

route of advancement in the profession, and the long-range possibilities for security in the field.

BUILDING TRADES AND CONSTRUCTION

39. †**Plumbing Occupations.** Occupational Guide No. 5. Rev. ed. [Employment Service Div., Michigan Employment Security Commission, 7310 Woodward Ave., Detroit 2, Mich.] 1953. 20 pp. 10c to Michigan schools and colleges, 25c to others.

This occupational guide describes the work done by plumbers and points out the difference between the occupations of plumber, steam fitter, and pipe fitter. While some of the information is only of value to residents of Michigan, i.e., the distribution of jobs by county within Michigan, the discussions on employment outlook, working conditions, and labor organizations is more widely applicable. There is also a discussion of the entry qualifications and of apprenticeship and on-the-job training. References for further reading are included.

BUSINESS AND MANAGEMENT

40. **Careers in Business Administration.** Juvenal L. Angel. 2nd ed. [World Trade Academy Press, Inc., Suite 518, 11 W. 42nd St., New York 36.] 1953. 28 pp. \$1.00.

This revised and enlarged edition discusses the field of business administration and its increasing importance. It lists some of the tests which are useful in discovering an aptitude for and interest in the field of business administration. The duties and responsibilities of business, assistant production, sales, advertising, and office managers are described. Salaries for these positions, training requirements, and path of advancement are also discussed. There are also a list of some of the universities, colleges, and private schools having programs in business administration and a bibliography for further reading.

41. †**Careers in the Hospital Administration.** Robert Shostack. [B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D.C.] 1954. 8 pp. 20c.

This brief on hospital administration describes the duties of the administrator, assistant administrator, and administrative assistant. The last named position is one which exists in many large hospitals and offers the recent graduate on-the-job training. The brief lists schools having programs leading to a master's degree in hospital administration and describes the usual route of advancement in this profession. The discussion also covers earnings in this field and lists sources of further information.

CLERICAL WORK

42. **Greetings from Glenna.** Marjory Hall. [Funk & Wagnalls, 153 E. 24th St., New York 10.] 1953. 252 pp. \$2.75.

Glenna Holbrook, the heroine of this career novel, finds her plans disrupted by family financial reverses. Instead of going to college with her friends, Glenna goes to business school, then gets a job through one of the roomers financial necessity has brought into her home. Her secretarial job with the Warwick Publishing Company, a greeting card manufacturer, brings her new friends and new responsibilities. Girls looking forward to a career in the world of business will find this story of Glenna and her job with a greeting card publisher of interest.

DOMESTIC AND PERSONAL SERVICE

43. †**Electrologist.** Maryland Manger and Robley D. Stevens. [Chronicle Guidance Publications, Moravia, N.Y.] 1953. 3 pp. 50c. Quantity prices.

This occupational brief on the field of electrolysis—"the destruction of hair roots by use of the electric needle"—discusses the training opportunities and requirements of this occupation and states that "the only entry is through adequate training and experience." According to the brief there are equal opportunities for men and women in electrolysis although, at the present time, 75 per cent of electrologists are women. The fact that about 90 per cent of the workers in this occupation are self-employed is brought out in the discussion and earnings of from \$5,000 to \$10,000 a year are quoted for those who are self-employed. The brief lists some of the schools offering training in electrolysis, discusses licensing, and suggests reading references and professional organizations for further information.

ENGINEERING

44. †**Engineering Opportunities for Women.** Lois Graham McDowell. [Chronicle Guidance Reprint Service, Moravia, N.Y.] 1953. 2 pp. 15c.

The author of this article describes her experiences as engineering student, job applicant, engineer employed by private industry, and as a teacher at Illinois Institute of Technology. She cites figures illustrating the need for engineers and lists some of the organizations in the Chicago area employing women engineers. To further demonstrate the fading of prejudice against women engineers Mrs. McDowell quotes W. V. Kahler, president of Illinois Bell Telephone Company, and Arthur S. Fleming, chairman of the Manpower Policy Board, on the necessity for encouraging women to study engineering.

45. †*Surveyor*. Rev. ed. [The Guidance Centre, Ontario College of Education, Univ. of Toronto, 371 Bloor St., West, Toronto 5, Ontario.] 1954. 4 pp. 20c; 12c in Canada.

While some of the information in this monograph applies to the profession of surveyor as practiced in Canada, much of it will also interest students in this country. Descriptions of the nature of the work involved in surveying, of working conditions, and of the qualifications necessary for success as a surveyor are widely applicable. Discussion of the advantages and disadvantages of surveying, brief mention of related occupations, and a list of references for further reading are included.

HEALTH

46. *Smart Young Women Are Choosing Dental Hygiene As a Career*. Ray A. Miller. [Fairleigh Dickinson College Press, Rutherford, N.J.] 1953. 66 pp. \$1.50.

This career monograph contains information on the growth and importance of the dental hygiene movement and describes the duties of dental hygienists in dental offices, public schools, public health services and programs, and hospital and industrial clinics. Dr. Miller discusses the personal requirements of this field and outlines the educational requirements for entry into schools offering training programs in dental hygiene. He describes the typical course of study and ways of getting started in the field once training is completed. Informa-

tion on prevailing salaries in various parts of the country, the advantages and disadvantages of this vocation, and sources of further information is included. Dr. Miller has based this monograph on recent, extensive, original research.

47. †*You Can Work Your Way Through a College of Nursing*. Frances Wilcox. [Chronicle Guidance Reprint Service, Moravia, N.Y.] 1953. 1 pp. 15c. Reprinted from *The American Journal of Nursing*, Vol. 51, No. 6, June, 1951.

The author of this article describes some of the ways freshmen nursing students can make money to help finance their education. Miss Wilcox draws on her own experiences and those of her classmates to describe work in the hospital diet kitchen, pathology laboratory, and nurses' residence. Baby-sitting with the children of hospital personnel is mentioned as a popular way to earn money since, in most cases, the girls could study at the same time. This brief description of Miss Wilcox's experiences may encourage other intelligent girls who wish to study nursing but feel the need to earn additional money during their first year.

INSURANCE

48. †*Actuary*. Rev. ed. [The Guidance Centre, Ontario College of Education, Univ. of Toronto, 371 Bloor St. West, Toronto 5, Ontario.] 1953. 4 pp. 20c; 12c in Canada.

According to this monograph most of the actuaries on the North American continent are employed by life insurance companies, and it is with this phase of actuarial work that the monograph is primarily concerned. It describes the nature of actuarial work, and emphasizes the need for more than mathematical skill on the part of those persons desirous of entering this profession. Since the professional organization for actuaries in the life insurance field in both the United States and Canada is the Society of Actuaries, the information on educational preparation, opportunities for advancement, salaries, and related positions is applicable

to both countries. There are also references for further reading.

LAW

49. †**Careers in Law.** Robert Shosteck. [B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 6, D.C.] 1954. 10 pp. 20c.

This brief states that law school faculty members are of the opinion that the present oversupply of lawyers will continue for the next few years, making competition in this field exceedingly keen. The brief goes on to discuss the kinds of work done by a lawyer and the specialties existing in this profession. Some of the specialties mentioned are commercial law, labor law, and corporation law. Such fields of legal service as legal writing, probation work, and politics are also mentioned. High school preparation, pre-legal and legal training are described in this section on educational preparation. The costs of a legal education, the advisability of advanced training, ways of getting started in the field, and earning figures from the 1950 Census are included in the discussion. Sources of further information are listed.

LIBRARY WORK

50. †**Special Librarianship as a Career.** Ruth Savord. [Special Libraries Assn., 31 E. 10th St., New York 3.] 1952. 16 pp. Free.

This pamphlet states that the field of special libraries is almost unlimited. The author describes briefly the growth of libraries, the start of special libraries, and the development of this field to the present time when there are over 3,000 special libraries in a wide variety of organizations, on subjects from accountancy to zinc. The pamphlet discusses the personal and educational requirements of this specialization and the kinds of work done by members of this profession. Ways of entering special library work and average salary figures for beginning and experienced workers are covered. Colleges and universities offering professional education for librarianship and sources of further information are listed.

OCCUPATIONS, GENERAL

51. **Directory of Professional Opportunities.** Robert Shosteck. [B'nai B'rith Vocational Service Bureau, 1761 R St., N.W., Washington 9, D.C.] 1954. 81 pp. 75c.

This directory will serve as a guide to students nearing the completion of professional or semi-professional training and looking for information which will help them select a location in which to start their careers. The median family income in 1949 and the ratio of professionals in the population in 1950 are given for almost 200 of the most populous cities and standard metropolitan areas. In addition, there is a summary of the laws covering licensing and reciprocity for each occupation covered. Among the 20 professional and semi-professional occupations covered by the directory are architecture, dental technology, law, medicine, embalming, and physical and occupational therapy.

52. †**Licensed and Certified Occupations in Arizona.** [Counselor Training Section, College of Education, Univ. of Arizona, Tucson, Ariz.] 1952. 47 pp. 50c.

This booklet discusses those occupations which are licensed or certified in the State of Arizona. In addition to a job description, information on the state licensing requirements—education, examination, and fees—statistics on number licensed, earnings, and probable demand; approved schools in Arizona and other western states; and sources of further information are given. Some of the occupations covered in this way are law, dentistry, nursing, medicine, and pharmacy.

RETAIL TRADE

53. **Success on a Shoestring.** Jane Cahill. [Fairchild Publications, Inc., 7 E. 12th St., New York 3.] 1954. 181 pp. \$2.00.

Each of the articles in this book tells the story of a successful, small, women's fashion shop. Sportswear, bridal, fabric, and millinery shops are among those represented by brief descriptions of the ideas which the shop owners feel are in part responsible for their success. Special services and unusual

ideas are brought out in these stories of the prior experience of the shop owners and of the start and growth of their small specialty shops. Students interested in retailing as a career with a shop of their own as a goal will find much of interest here.

SCIENCE

54. †**Employment Outlook for Physicists.** Bulletin No. 1144. [U.S. Govt. Print. Off., Washington 25, D.C.] 1953. 24 pp. 25c.

This bulletin gives an over-all picture of the areas of specialization within the science of physics. The basic tools of each area and developments resulting from research in solid state, nuclear, quantum and classical theoretical physics; atomic and molecular phenomena; and mechanics, heat, optics, acoustics, and electronics form part of this discussion. Private industry, educational institutions, and the government, in that order, are the major employers of physicists. The bulletin contains tables showing distribution of physicists by industry and by function—research, design, consulting, etc. There is a discussion on training requirements which covers the importance of graduate training and outlines the basic course of study and the requirements for advanced degrees. The bulletin also covers employment outlook and salaries for this branch of science.

WATER TRANSPORTATION

55. **Opportunities in the Merchant Marine.** John J. O'Connor, Jr. [Vocational Guidance Manuals, 45 W. 45th St., New York 36.] 1953. 160 pp. \$1.00.

One of the first points made by the author of this manual is that the merchant marine is a private industry and that one does not "join" as one joins the armed forces. The manual describes jobs in the deck, engineering, and steward's department and traces the path of advancement from entry jobs in each area. The nature of the work done by staff and licensed officers is outlined and educational preparation through attendance at one of the maritime schools is discussed. Among the appendixes are listings of American ship owners, operators, and agents, and examination subjects for able seamen. There is also a list of suggested reading material.

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